

5k Event Checklist

Pre- Event

Date
Route
Sponsors for T-shirt & Food
Parent Letter
Recruit teachers to help
Race Route Map

Week before Event

Check in with teachers who asked to help
Pair Runners
Hand out maps for helpers and cheering spots
Email Parent letter with event date/time
Stop watches or timing system

Day before/morning of event

Chalk the route
Make sure timer(s) works
Hand out t-shirts
Chocolate Milk, Bananas, Granola Bars
Timers

EVENT DAY!

Drive out food/drink to site
Camera
Send out final email for staff
Timers and extra timer